



## **PROCEEDINGS OF THE BROWN COUNTY NEVILLE PUBLIC MUSEUM GOVERNING BOARD**

Pursuant to Section 19.84, Wis. Stats., a meeting of the **Brown County Neville Public Museum Governing Board** was held at 4:30 p.m. on Monday, February 10, 2020 at the Neville Public Museum, 210 Museum Place, Green Bay, Wisconsin

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**PRESENT:** Kevin Kuehn, Erik Hoyer, Bernie Erickson, Paul Ballard and Kramer Rock  
**ALSO PRESENT:** Kevin Cullen, Kasha Huntowski, and Beth Kowalski Lemke  
**EXCUSED:** Sandy Juno and Alex Renard

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### **CALL MEETING TO ORDER**

1. Chair Kuehn called the meeting to order at 4:33PM.
2. **APPROVE/MODIFY AGENDA**  
Motion made by Kramer Rock and seconded by Paul Ballard to approve the agenda.
3. **Museum Director Report.** Museum Director Lemke shared with the Board the punch list for Bluewater to complete during their visit February 11<sup>th</sup>-14<sup>th</sup>. She also shared a list of the various sub-contractors and the types of projects they will be working on in the gallery until the grand opening.

Museum Director Lemke discussed the American Alliance of Museums Reaccreditation Core Document Review process. The Board reviewed and approved of the Museum Disaster Preparedness/Emergency Response Plan, Code of Ethics and the Collections Management Policy.

Regarding outreach and advocacy Museum Director Lemke shared the team focus of promoting "Amazing Dinosaurs" and the Grand Opening of the Core Gallery to the public at outreach events. She will also be reaching out to new supervisors for a building and galley tour.

Museum Director Lemke reported that there would be a small amount in the cash short/over line due to a credit card vendor change not accepting American Express. At this time, the staff recommendation is not to alter current options as it is not a hardship to patrons however should it become so then staff will work with purchasing to add additional payment options. Discussion ensued; no action taken.

4. Such other matters as authorized by law:

The next scheduled meeting of the Neville Public Museum Governing Board will March 9, 2020 (Vice Chair runs meeting). **2020 meeting dates are as follows:** April 13, 2020 (Vice Chair runs meeting), May 11, 2020, July 13, 2020, August 10, 2020, September 14, 2020, October 12, 2020, November 9, 2020, and December 14, 2020. Discussion ensued, no action taken.

5. **Adjournment.** Chair Kuehn, called the meeting to an end at 4:50 PM. Motion made by Erik Hoyer and seconded by Bernie Erickson to approve.